



City of Salinas

DEVELOPMENT ENGINEERING (PW) • 65 West Alisal Street • Salinas, California

Phone: (831) 758-7251 • www.cityofsalinas.org

Encroachment Permit Submittal Checklist

NOTE: Below are general items required for submittal for work within the public rights of way or city property. Additional requirements may be required at time of submittal. An application shall be deemed incomplete if all the listed items are not provided.

MINOR ENCROACHMENT PERMITS (ALLOW 7-10 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- SITE PLAN SHOWING PROPOSED IMPROVEMENTS/REPAIRS
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- PLAN CHECK AND INSPECTION FEES

MAJOR ENCROACHMENT PERMITS (ALLOW 10-15 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- 3 SETS OF IMPROVEMENT PLANS, STAMPED AND SIGNED
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- PLAN CHECK AND INSPECTION FEES

PUBLIC IMPROVEMENT PLANS (PIP) ENCROACHMENT PERMITS (ALLOW 10-15 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- 3 SETS OF IMPROVEMENT PLANS, STAMPED AND SIGNED
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONSTRUCTION COST ESTIMATE, SIGNED AND STAMPED BY AN ENGINEER
- PERFORMANCE BOND (150% COST ESTIMATE)
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- PLAN CHECK AND INSPECTION FEES
- ELECTRONIC AS-BUILTS (FOLLOWING CONSTRUCTION)

CAPITAL IMPROVEMENT PLANS (CIP) ENCROACHMENT PERMITS (ALLOW 1 BUSINESS DAY)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- 1 SET OF IMPROVEMENT PLANS, STAMPED AND SIGNED (FOLLOWING CIP ENGINEERING APPROVAL)
- TRAFFIC/PEDESTRIAN CONTROL PLAN

- ELECTRONIC AS-BUILTS (FOLLOWING CONSTRUCTION)

50/50 PROGRAM ENCROACHMENT PERMITS (ALLOW 3-5 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- SITE PLAN SHOWING PROPOSED IMPROVEMENTS/REPAIRS
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- SIGNED BID AWARD
- SIGNED HOLD HARMLESS AGREEMENT
- CONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET

FIBER ENCROACHMENT PERMITS (ALLOW 10-15 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- 1ST SUBMITTAL - SET IMPROVEMENT PLANS, STAMPED AND SIGNED AND ELECTRONIC COPY
- SUBSEQUENT SUBMITTALS – ELECTRONIC IMPROVEMENT PLANS
- FINAL SUBMITTAL – 3 SETS OF IMPROVEMENTS PLANS, STAMPED AND SIGNED (FOLLOWING APPROVAL)
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- DIG ONCE NOTIFICATION (FOLLOWING APPROVAL)
- PLAN CHECK AND INSPECTION FEES

SMALL CELL, CITY OWNED POLES (LUMINAIRES) ENCROACHMENT PERMITS (PER FCC SHOT CLOCK)

- RESERVATION (TIER 1-3) COMPLETED
- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- PHOTO SIMULATION
- SITE PLAN AND ELEVATIONS, STAMPED AND SIGNED
- ELECTRICAL PLANS, STAMPED AND SIGNED
- STRUCTURAL CALCULATIONS, STAMPED AND SIGNED
- CERTIFICATION LETTER
- MANUFACTURER SPECIFICATIONS
- RADIO FREQUENCY STUDY
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- 1ST SUBMITTAL – 3 SETS OF IMPROVEMENT PLANS, STAMPED AND SIGNED AND ELECTRONIC COPY
- SUBSEQUENT SUBMITTALS – ELECTRONIC IMPROVEMENT PLANS
- FINAL SUBMITTAL – 3 SETS OF IMPROVEMENTS PLANS, STAMPED AND SIGNED (FOLLOWING APPROVAL)
- COPY OF SMALL WIRELESS FACILITIES AGREEMENT
- SIGNED HOLD HARMLESS AGREEMENT
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- SMALL WIRELESS FACILITIES APPLICATION, INSPECTION AND ANNUAL MONITORING FEE

SMALL CELL, PUC POLES ENCROACHMENT PERMITS (PER FCC SHOT CLOCK)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- .KMZ FILE AND MAP OF ALL PROPOSED LOCATION FOR THE ENTIRE SYSTEM
- PHOTO SIMULATION
- SITE PLAN AND ELEVATIONS, STAMPED AND SIGNED
- ELECTRICAL PLANS, STAMPED AND SIGNED
- RADIO FREQUENCY STUDY
- 1ST SUBMITTAL – 3 SETS OF IMPROVEMENT PLANS, STAMPED AND SIGNED AND ELECTRONIC COPY
- SUBSEQUENT SUBMITTALS – ELECTRONIC IMPROVEMENT PLANS
- FINAL SUBMITTAL – 3 SETS OF IMPROVEMENTS PLANS, STAMPED AND SIGNED (FOLLOWING APPROVAL)
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- LETTER OF AUTHORIZATION FROM POLE OWNER
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- PLAN CHECK AND INSPECTION FEES

SIDEWALK CAFE ENCROACHMENT PERMITS (ALLOW 5 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- SITE PLAN WITH SKETCH OF PROPOSED IMPROVEMENTS
- MANUFACTURER SPECIFICATIONS FOR FIXTURES
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- SIGNED HOLD HARMLESS AGREEMENT
- PLAN CHECK AND INSPECTION FEES

LONG TERM (PERMANENT) ENCROACHMENT PERMITS (ALLOW 10-15 BUSINESS DAYS)

- COMPLETED ENCROACHMENT PERMIT APPLICATION AND SIGNED CONDITIONS OF APPROVAL
- SITE PLAN WITH PROPOSED IMPROVEMENTS
- MANUFACTURER SPECIFICATIONS FOR FIXTURES
- TRAFFIC/PEDESTRIAN CONTROL PLAN
- CONTRACTOR & SUBCONTRACTOR CITY BUSINESS LICENSE
- CONTRACTOR & SUBCONTRACTOR CONTRACTOR LICENSE
- CONTRACTOR INSURANCE AND ENDORSEMENT SHEET
- SIGNED HOLD HARMLESS AGREEMENT
- PLAN CHECK AND INSPECTION FEES